Opening the Polls

☐ Set up tables and chairs for work stations and voting area - **All**

☐ **Set up, plug-in and power on jetpack, e-poll books, and printers**

☐ Swear in all workers - **Judge**

☐ Sign poll book cover in section #1 - **All Poll Workers (not Judge)**

☐ Sign bottom of oath (signature of witness to oath) - **Judge**

☐ Have Poll Workers fill out Pay Sheets - **Judge**

☐ Put up posters, signs, and sample ballots - **Greeter & Receiving Clerk**

☐ Set up voting booths with instructions - **Greeter & Receiving Clerk**

☐ Record AM seal numbers on Ballot Accounting page from Ballot Box, E-Poll Book Case(s) and ExpressVote (if applicable) - **Judge & Poll Book Clerk**

☐ Login to each E-Poll Book and test Printer. Ensure green WiFi symbol is visible - **Poll Book Clerk**

☐ Remove wire seals from ballot box - **Judge & Issuing Clerk**

☐ Remove ballots from ballot box - **Judge & Issuing Clerk**

☐ Count and verify # of ballots against Ballot Assignment sheet(s) - **Judge & Issuing Clerk**

☐ Record number of ballots on Line 1a of the Ballot Accounting Page - **Judge & Issuing Clerk**

☐ After counting of ballots is complete, sign Ballot Assignment sheet(s) asserting all ballots are accounted for & place form in red bag - **Judge**

☐ Use bags of supplies to set up each work station - **All**

☐ Take picture of fully set-up polling location for future reference - **Judge**

☐ Announce when poll opens - **Judge**

☐ **Print the "Zero Report" and have the first voter sign it**

☐ When the first 1st voter arrives, show them that the Ballot Box is empty - **Receiving Clerk**

☐ Seal the ballot box with a wire seal - **Receiving Clerk**

☐ Record the wire seal # used as the 1st PM Ballot Box seal on the Ballot Accounting page and on the Zero Report - **Receiving Clerk & Poll Book Clerk**

☐ **Place Zero Report in zipper bag**